

FEES & CONDITIONS

Date of review : March 2018

Valid as of September 2018

FEES 2018-2019

Attendance Option (8:00 - 18:00)	Price / Month (over 12 months)
A 5 whole days per week.....	CHF 2'500.-
B 4 whole days per week.....	CHF 2'170.-
C 3 whole days per week.....	CHF 1'750.-
D 2 whole days per week.....	CHF 1'170.-

Priority will be given to applicants for full-time places.

REGISTRATION FEE

Non-refundable, adjustment period included..... **CHF 900.-**

ADDITIONAL DAILY FEES

On request and if vacancies are available, the following fees apply for additional half-days and days

Half-day (8:00-14:00 Lunch and nap included)..... **CHF 100.-**

Day..... **CHF 150.-**

GENERAL TERMS & CONDITIONS

Enrolment Contract

By signing the enrolment form, the parents (or legal guardians), confirm that they have read the General Terms and Conditions, as well as the Rules and Regulations of the nursery. The offer of a place is based on the days on which the child will be present (chosen Attendance Option), and the amount due every month, as indicated on the "Enrolment for the Nursery" form.

The payment of the registration fee confirms acceptance of the place, thus concluding an "Enrolment Contract" between the parents and the nursery. This comes into effect from the starting date agreed at the time of inscription and is automatically renewed from one month to the next.

Parents shall immediately inform the nursery management of any changes in the family circumstances or the situation of the child (e.g. change of address, telephone number, e-mail contact).

Any request for changes in the child's attendance schedule, or formal notification of withdrawal, must be communicated **in writing** to the nursery director (see Termination or Amendment Conditions below).

Fees and Invoicing

The place is normally offered for an initial period of 12 months.

Registration fee/acceptance of place : CHF 900.- (including an adjustment period of up to two weeks). This amount is non-refundable in the event that the place is not taken up or not maintained after the adjustment period.

Fees : The current fees are indicated on the "Enrolment for the Nursery" form. The management of the crèche reserves the right to modify the fees for the next academic year (as of 1 September) giving advance notice (published no later than 31 March).

Fees are payable in advance and are calculated on an annualised basis. Invoices are issued monthly and settlement is due by the first day of the subsequent month. The monthly fee remains unchanged if the child is absent from the nursery for any reason. The holiday periods during which the nursery is closed are already taken into account in the fee calculation. For registrations during the course of a month, invoicing will be prorata from the first day of attendance.

Reduction : A 10% reduction is granted on the fees of the second and subsequent children (siblings of children already enrolled) attending the nursery concurrently. This reduction does not apply to the registration fee.

Late payment : A CHF 50.- surcharge will be levied for any reminders sent for outstanding invoices.

Sanctions : In case of non-payment of issued invoices or failure by the parents/legal guardians to comply with these General Terms and Conditions, the nursery director will issue a warning to the parents concerned. If no change is observed, the nursery management reserves the right to terminate the contract with immediate effect.

Termination or Amendment of Contract

The definitive departure of a child from the nursery "Les Marronniers" must be notified **in writing** giving at least three months notice.

In case of non-respect of the notice period, the fees for the three months following the receipt of the withdrawal decision are due in their entirety. This applies even if the departure of the child is planned before the expiry of the three months.

Request for changes of attendance schedule have to be submitted to the nursery director for consideration.